

First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Occupation description: Directly supervise and coordinate the activities of clerical and administrative support workers.

Employment and Job Openings

	Average employment			Average annual openings		
	2010 estimate	2020 projection	Percent change	Growth	Replacement	Total
Alaska	2,382	2,697	13.2	32	65	96
United States	1,424,400	1,627,800	14.3	20,340	38,100	58,440

Job outlook

Alaska: Alaska's employment growth is moderate with very high employment opportunities. [Read more.](#)

2013 Wages ?

	Mean Wage and 95% Confidence Interval			Wage by Percentile		
	Low	Mean	High	10th	Median	90th
United States	n/a	25.81	n/a	14.81	24.13	39.17
Alaska	27.68	28.40	29.12	17.63	27.12	41.73
Anchorage/Mat-Su Area (MSA)	27.51	28.34	29.17	17.83	27.10	40.93
Fairbanks North Star Borough (MSA)	27.77	29.75	31.73	18.05	28.10	44.20
Southeast Region	28.73	30.59	32.45	19.16	30.02	43.52
Balance of State	25.41	27.05	28.69	16.26	25.63	40.42

Labor Force Indicators

2012 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
2,236	170	7.6	46.8	34.9

2012 Potential Supply

Qualified but working in another occupation	725
Currently employed in a lower paid occupation	396
UI claimants previously working in occupation	289

2012 ALEXsys Employment Data

Number of registrants	1,691
Number of job position postings	121
Ratio of registrants to job position postings	14.0

Typical Entry-level Education, Experience, and/or On-the-job Training

Education: High school diploma or equivalent

Work experience: 1 to 5 years **On-the-job training:** None

Training Resources

	Degree
Alaska Career College	
Business Administration and Computer Technology	AAS

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